

# IDAHO EMERGENCY COMMUNICATIONS COMMISSION

## OFFICIAL MINUTES

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February 3, 2005

A meeting of the Idaho Emergency Communications Commission (IECC) was held on this date in the West Conference Room, Joe R. Williams Building, Boise, Idaho. Chairman Nancolas called the meeting to order at 9:05 a.m.

### **Members Present:**

Garret Nancolas, Mayor, City of Caldwell, Commission Chairman  
Ann Cronin, Special Assistant, Idaho State Police (ISP), Commission Secretary  
R. David Moore, Blackfoot Police Chief, Commission Treasurer  
Teresa Baker, Ada County Prosecutor's Office  
Clint Berry, Qwest, Boise  
Joanna Guilfooy, Deputy Attorney General and Ex-Officio Member  
Matt Beebe, Commissioner, Canyon County Commission  
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services (EMS)  
Bill Bishop, Director, Bureau of Homeland Security (BHS)  
Ben Estes, Retired Chief, Pocatello Fire Department  
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene (via teleconference)

### **Members Absent:**

Rich Wills, State Representative and Commission Vice-Chairman  
Dennis Johnson, Division Chief, Emergency Medical Services, Boise Fire Department  
Gary Aman, Owyhee County Sheriff

### **Others Present:**

Joe Roche, Department of Administration (DoA)  
Rich Elwood, Information Technology Resource Management Council  
Greg Zickau, Information Technology Resource Management Council  
Nathan Bentley, Information Technology Resource Management Council

Rick Thompson, Department of Administration  
Scot Maring, Department of Administration  
Diane Blume, Department of Administration  
Les Shadduck, Ada County Sheriff's Office  
Bart Hamilton, Ada County Sheriff's Office

## **Approval of Agenda and Minutes**

**MOTION: Commissioner Moore moved and Commissioner Estes seconded that the meeting agenda be accepted to include a change in order of topics. The motion passed unanimously.**

**MOTION: Commissioner Cronin moved and Commissioner Beebe seconded that the Commission approve the minutes of the January 6, 2005 Idaho Emergency Communications Commission meeting. The motion passed unanimously.**

## **Report on Presentation to the State Affairs Committees**

Chairman Nancolas reported on his presentation of the Commission's annual report to both the House and the Senate State Affairs Committees. Members of the Committees, he said, were pleased with the progress made by the Commission thus far.

## **Needs Assessment Survey**

Commissioner Baker, Chair of the Needs Assessment Committee, distributed an updated version of the county needs assessment survey including those modifications recommended by the Commission. Once approved, the survey can be distributed directly to dispatch centers, and follow-up calls conducted if necessary. The responses will be entered into an excel spreadsheet by staff at the Ada County Sheriff's Office and then submitted to the Commission.

**MOTION: Commissioner Moore moved and Commissioner Gainor seconded that the Commission approve the survey and authorize issuing it to all dispatch centers in Idaho. The motion passed unanimously.**

## **Legislative Intent for Use of 911 Moneys**

Since the last Commission meeting when the use of 911 moneys was discussed, Commissioner Moore met with representatives of the Police Chiefs Association. He said the Association feels that the Commission should seek an Attorney General's Opinion clarifying whether 911 moneys can be expended for salaries.

Commissioner Baker reported she spoke with representatives of the Idaho Association of Counties' (IAC) Legislative Committee, and it is their understanding that these moneys are not intended for dispatchers' salaries. She said the Committee that drafted the legislation knew some counties were using the funds for this purpose, and that the issue would eventually be addressed.

Because this Commission is placed within DoA, Commissioner Guilfooy said, it could ask the Attorney General's Office for an opinion. The Office, however, will not give an opinion about legislative intent that is not expressed in the statute. Ultimately, a court would have to interpret the statute.

The Commission needs to be clear on the intent, Commissioner Moore explained, because eventually it will have to decide on the distribution of federal moneys. Commissioner Baker suggested members continue to encourage their Associations to seek clarification of the legislative intent.

In the meantime, the Commission decided to include a question on its needs assessment survey asking counties how they are spending 911 moneys. Based on the information collected, the Commission will have a better idea how to address the funding issue.

Commissioner Gainor remarked that when the Commission gets to the point of dispersing grant moneys, it will require a set of rules. The rule-making process might be an opportunity to outline guidelines for eligibility, she said.

## **Financial Reports**

### **Operating Budget**

Mr. Rick Thompson, DoA's Internal Management Systems Administrator, reported that as of the end of January, the Commission had spent \$2,585 since its inception in July. The Bureau of Homeland Security has funded the majority of these initial expenses.

The **Sources and Uses Fund Statement**, he said, illustrates that during the counties' first fiscal quarter--October through December--\$4,539 was collected from counties in 911 fees. So far during the second quarter—January through March—an additional \$14,352 has been received. To date, 23 counties have submitted fees, and the Department will send a reminder letter in February to those counties that have not yet paid. Commissioner Baker noted that auditing these collections will be done at the county level.

## **Follow-up on Twin Falls Mediation Request**

As a result of discussions from the last Commission meeting, a letter was crafted and sent under the Chairman's signature to all parties involved in a possible mediation requested

by Twin Falls County. The correspondence requested additional written information describing each individual perspective of the situation. It also inquired whether the parties would agree to a fact-finding procedure to be conducted by the Commission. To date, no responses have been received.

Both Commissioners Beebe and Baker reported that they have spoken with Gary Grindstaff, Chairman of the Twin Falls County Commissioners. Mr. Grindstaff's concern is that the Commission is not able to resolve the issue without the cities participating in the mediation process. Chairman Nancolas reviewed that the Commission's mediation rules, that are now in effect, stipulate that in order for the Commission to mediate, a request must be submitted from all parties involved.

**MOTION: Commissioner Cronin moved and Commissioner Bishop seconded that the Commission send a follow-up letter to Twin Falls County and all parties named by Twin Falls County, clarifying that pursuant to the Commission's mediation rules, it can only mediate when all parties agree to mediation. The letter will request written indication from each party by March 15<sup>th</sup> whether they want to participate in mediation, and if no response is received, the Commission will assume they do not agree to mediate. The motion passed unanimously.**

## **Review Action Items/Next Steps**

A list of action items, consolidated at the Commission's initial meeting, was reviewed. Commissioner Cronin noted that once the survey is implemented, and the analysis complete, many of the items listed on the action list would also be accomplished.

Chairman Nancolas suggested one item to be added to the action list is rules for distributing federal grant moneys. Commissioner Gainor remarked that from her experience in awarding grants from her agency, there will be a high level of interest in these rules. She said EMS has a set of rules in effect that she will disperse to the Commission for use in devising its own rules.

Commissioner Bishop suggested the process of drafting the rules be initiated concurrently with the implementation of the needs assessment survey in order for the Commission to be ready to address distributing funds just as soon as they become available.

## **New Business**

### **Future Meeting Dates**

Chairman Nancolas reported there is interest from the Grangeville City Council to attend a north Idaho meeting of the IECC. He suggested the Commission consider meeting in Coeur d'Alene in May.

Additionally, Commissioner Moore suggested the April 7<sup>th</sup> Commission meeting be conducted in Twin Falls. The Department will coordinate travel plans for both meetings. The March 3<sup>rd</sup> meeting on the Commission remains unchanged and is scheduled for 9:00 a.m. in the Joe R. Williams Building, Boise.

**MOTION: Commissioner Moore moved and Commissioner Berry seconded that the Commission authorize a change in its future meetings to include conducting the April 7<sup>th</sup> meeting in Twin Falls during the afternoon, and the May 4<sup>th</sup> meeting during the afternoon in Coeur d’Alene. The motion passed unanimously.**

## **Open Comment Period**

### **Commission Website**

Mr. Maring reminded the members that the Commission website is up and running—e911.idaho.gov. The Commission also reviewed and agreed upon a design for the Commission’s official letterhead.

## **Adjournment**

**MOTION: It was moved by Commissioner Gainor and seconded by Commissioner Bishop to adjourn the February 3, 2005 Idaho E911 Emergency Communications Commission meeting at 10:40 a.m. The motion passed unanimously.**

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Mayor Garret Nancolas, Chairman  
Idaho E911 Emergency Communications Commission

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Diane K. Blume, Management Assistant  
Department of Administration

## **Addendum: Commission Progress on its Prioritized Activities**

### **Funding**

~~Portion of 1% to be assessed (4 votes)~~  
How to fund the “have-nots” (2 votes)  
Sub-optimize by city?  
~~Grant funding resources~~  
Commission (ECC) funding/budget (1 vote)  
Recommendation/advice on E911 spending  
(ECC needs to decide scope)  
Proactive to fund more than systems  
(e.g. services, training, implementation)  
(How will Title 31 money be used)  
~~Federal funds application process~~  
(track, assess, audit, measure)  
Fee collection vs. ECC assistance  
(City must vote in fees)  
Statewide E911 procurement contracts  
(Mutual needs buying power)  
Conduit for funding

### **Systems**

Scope of system—ECC role (equip, people)  
Money for infrastructure  
System implementation  
(technical issue, project management)  
Technical resources  
Who defines architecture, and how do we  
use and leverage systems  
Need to understand baseline (education)  
Identify technical resources & leverage  
Regulate and consolidate systems  
System interoperability standards  
Business continuity—backup/recovery  
Standards to engage vendors  
Define minimum standards for system,  
vendors (including purchasing)  
Standards for a consolidated emergency  
communication system

### **Evaluation/Assessment**

What is the baseline by County (as-is) (5 votes)  
Leverage Office of Disaster Preparedness survey  
Evaluate current standards  
Recommend model – performance indicators  
Establish “to-be” baseline

### **Governance**

~~Cooperation—PSAP representation~~  
~~Know statutory responsibilities (1 vote)~~  
~~ECC by laws, committees (10 votes)~~  
~~Guidelines for operations~~  
Define level of mediation funding  
Recommend model org. structure  
ECC focus on all areas  
(Clearinghouse for E911 assistance)  
Long-term vision  
(systems, organizations, processes)  
Short-term tactical plan  
ECC statewide representation  
~~Acquire wireless representative member~~  
~~Mediation Standards/Criteria~~  
ECC staff support (1 vote)  
Stay focused on mission  
Rules for distributing moneys

### **Education/Information**

~~How will the 1% assessment be used~~  
E911 need for money, improvements  
Promote cohesive, solidarity,  
interoperability, statewide cooperation  
SIEC et. al.--standard definitions  
Communicate—whose doing what?  
Message: consolidate, coordinate,  
funding, standards, leverage, etc.  
May conflict with autonomy.  
~~Tech. Educ. of ECC members (9 votes)~~